

**SUPERIOR COURT OF ARIZONA  
IN MARICOPA COUNTY**

**SELF-SERVICE CENTER REQUEST FOR COURT FORMS AND/OR INFORMATION**

Date: \_\_\_\_\_

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The forms you have requested **are available** through this Court. Please be aware that these forms are designed for use in the **State of Arizona ONLY**. Here are the different ways to get the form(s) you need:

**In Person**

**Fee: \$5.00 per procedural step requested.** The Superior Court of Arizona in Maricopa County has four (4) Self-Service Center sites at the following locations where you can pick up forms: \*, Mon – Fri, 8:00am – 5:00pm

**\*Downtown Phoenix**  
101 W. Jefferson, 1st floor,  
Mon - Fri, 8am - 5pm

**\* North Phoenix**  
18380 N. 40<sup>th</sup> St.  
Mon – Fri, 8am – 5pm

**\* Mesa**  
222 E. Javelina  
Law Library  
Mon – Fri, 8am – 5pm

**\* Surprise**  
14264 W. Tierra Buena Lane  
Mon-Fri, 8am-5pm

**By Mail**

**Fee: \$5.00 postage and handling per order - PLUS the amount indicated in the brackets for each procedure (packet) requested.** Send check or money order - for the **exact amount** - made payable to **Clerk of Superior Court**. Postage and Handling Fee is authorized by Arizona law (A.R.S. 12-284 A(g)) and applies to all packets requested.

Please mail the payment to:  
**Superior Court of Arizona  
Attn.: Self-Service Center  
101 West Jefferson, 1st floor  
Phoenix, AZ 85003**

**Delivery could take 2 - 3 weeks** (This includes internal processing and postal delivery time). If you find the procedure(s) you want, please check the appropriate box(es) on the following pages and submit the correct fees. **(PLEASE NOTE: PACKETS ARE NOT FREE EVEN IF YOU QUALIFY FOR WAIVER OR DEFERRAL, THE PACKETS MUST BE PAID FOR. If fees are not sent with the order, your form will be returned to you).**

**By Internet**

**Fee: NONE** if you download the forms from the Self-Service Center Internet Homepage at: <http://www.superiorcourt.maricopa.gov/ssc/sschome.html>. This site is available 24 hours a day, 7 days a week.

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The form(s) you have requested **is (are) NOT** available through this Court.  
You may want to:



**Check the Maricopa County Superior Court Law Libraries** located at 101 W. Jefferson, Phoenix; or 222 E. Javelina, Mesa, or at the law library in your area.



**Look in the Yellow Pages** under "Legal Forms" for stores that carry additional legal forms, because the Court does not have the form(s) you are requesting.



**Consult with a lawyer.** The Self-Service Center has a list of lawyers who are willing to help people who represent themselves. **Call (602) 506-SELF**, and press 3 for more information. This list is also available at the Internet site listed above.



**Contact Community Information & Referral Services** at (602) 263-8856 to learn about other services in the community that may be able to help you.

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**Other** \_\_\_\_\_

Read each selection **CAREFULLY** and check the appropriate box(es). **There are NO REFUNDS for packets.** The fee(s) for each selection is/are located next to your selection(s) in [ ]. Don't forget to check the Service Packet you need on page 3 if the other party must be served.

If you want to receive your packets immediately, add up all the fees for the packets you have requested and add **\$5.00 to cover postage and handling fee of the packets.** Make your check payable to the **Clerk of Superior Court** for the total amount and mail this form, along with your check, to the address shown on the first page.

**\*\*\*PLEASE NOTE: The actual fees listed for the packets PLUS the Postage and Handling Fee MUST BE PAID. THESE FEES CANNOT BE WAIVED OR DEFERRED EVEN IF YOU QUALIFY FOR A WAIVER OR DEFERRAL FOR COURT FILING AND SHERIFF SERVICE FEES.**

**CAUTION: If you have copies of the order form dated before January 2011, they are obsolete. Get most recent version of order form [here](#).**

### Family Court Forms – Maricopa County (Formerly known as Domestic Relations)

**To Get the First Order—Read selections CAREFULLY and make sure to check the CORRECT box(es)**

**(See page 3 and check the service packet(s) you need – Please add the costs of service packets to the amount you must send in.)**

#### Get a Divorce (Non-Covenant Marriage Only)

- ☐ **with Children** [\$15]
- ☐ **without children** [\$15]
  - ☐ You want Temporary Orders too [\$5]
  - ☐ You want Emergency Temporary Orders too [\$5]
- ☐ You want to **respond** to a divorce only
  - ☐ **with Children** [\$5]
  - ☐ **without Children** [\$5]
- ☐ Get Default Divorce Decree
  - ☐ **with Children** [\$5]
  - ☐ **without Children** [\$5]
- ☐ Get Divorce by Consent Stipulation
  - ☐ **with Children** [\$5]
  - ☐ **without Children** [\$5]
- ☐ Get Support Only [\$10]
  - ☐ You want Temporary Orders too [\$5]
- ☐ Get Custody, Parenting Time (Visitation) & Support [\$15]
  - ☐ You want Temporary Orders too [\$5]
  - ☐ You want Emergency Temporary Orders too [\$5]
  - ☐ You want to respond only [\$5]

#### Get a Legal Separation (Non-Covenant Marriage Only)

- ☐ **with Children** [\$15]
- ☐ **without Children** [\$15]
  - ☐ You want Temporary Orders too [\$5]
  - ☐ You want Emergency Temporary Orders too [\$5]
- ☐ You want to respond to a Legal Separation only
  - ☐ **with Children** [\$5]
  - ☐ **without Children** [\$5]
- ☐ Get Default Legal Separation
  - ☐ **with Children** [\$5]
  - ☐ **without Children** [\$5]

#### Mediation

- ☐ You want to request Pre-Decree Mediation [\$5]

- ☐ Get Voluntary Paternity only [\$5]
- ☐ Voluntary Paternity (mother married) [\$5]
- ☐ Stipulation to File Consent Decree [\$5]
- ☐ Get Paternity with Custody, Parenting Time (Visitation) & Support [\$15]
  - ☐ You want Temporary Orders too [\$5]
  - ☐ You want Emergency Temporary Orders too [\$5]
  - ☐ You want to respond only [\$5]
- ☐ Get Parenting Time (Visitation) only [\$15]
  - ☐ You want Temporary Orders too [\$5]
  - ☐ You want Emergency Temporary Orders too [\$5]
  - ☐ You want to respond only [\$5]
- ☐ Get Grandparent Visitation only [\$15]
- ☐ You want to respond to a Grandparent Visitation Petition only [\$5]

**DON'T FORGET TO SELECT SERVICE PACKET(S) HERE OR ON PAGE 3 IN ORDER TO PROCEED WITH YOUR COURT CASE**

### **To Change or Stop An Order That is ALREADY in Existence**

**(See page 3 and check the service packet(s) you need – Please add the costs of service packets to the amount you must send in.)**

#### Child Support and Spousal Support Only

- ☐ Change An Existing Order About Child Support (Simplified) (Request this if the Change is **15% or more** of the amount already being paid OR Too assign or change medical insurance responsibility) [\$5]
- ☐ You **object** to the change requested [\$5]
- ☐ Change An Existing Order About Child Support (Standard) (Due to Continuing Change in Circumstances) [\$5]
- ☐ Change an Existing Order about Spousal Maintenance (Support) (Due to Continuing Change in Circumstances) [\$5]

#### Custody, Parenting Time (Visitation) & Support

- ☐ Change An Existing Order for Custody, Parenting Time (Visitation) and Support (Check here only if the **parties disagree**) [\$10]
- ☐ Check here only if **both parties agree** about the change [\$5]
- ☐ You want an Emergency Change [\$5]

#### Parenting Time (Visitation) Only

- ☐ Change An Existing Order About Parenting Time (Visitation) (Choose this packet **ONLY** if parties **DISAGREE**) [\$10]
- ☐ Check here **ONLY** if **both parties AGREE** about the change [\$5]
- ☐ You want an Emergency change too [\$5]
- ☐ **Mediation**
- ☐ You want to request Post-Decree Mediation [\$5]

<b>Order of Assignment</b> (Remember to select Service Packet –pg 3)	<b>To Make Someone <u>OBEY</u> An Order That is <u>ALREADY</u> in Existence</b> (Remember to select Service Packet –pg 3)	
<b>Change or Stop Existing Order of Assignment</b> <input type="checkbox"/> (Check below <b>ONLY</b> if parties <b>DISAGREE</b> ) <input type="checkbox"/> <b>To Stop</b> [\$5]   OR <input type="checkbox"/> <b>To Change</b> [\$5] <input type="checkbox"/> Check here <b>ONLY</b> if both parties <b>AGREE</b> to <b>Change</b> an Existing Order of Assignment [\$5] <input type="checkbox"/> Check here <b>ONLY</b> if both parties <b>AGREE</b> to <b>Stop</b> an Existing Order of Assignment [\$5] <input type="checkbox"/> Check here if you <b>OBJECT</b> to a change being requested [\$5]	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> To Enforce a Court Order for Support [\$5]  <input type="checkbox"/> To Enforce a Court Order for Parenting Time (Visitation) [\$5]  <input type="checkbox"/> To Enforce a Court Order for Custody [\$5]           </div> <div style="width: 48%;"> <input type="checkbox"/> Make Someone Obey An Existing Order About Property Division [\$5]  <input type="checkbox"/> Get Order of Assignment Without Notice [\$5]  <input type="checkbox"/> Request Hearing on Order of Assignment Without Notice [\$5]           </div> </div>	
<b>Other Materials You May Want, or Need, to File Your Papers</b> (Remember to select Service Packet - pg 3)	<b>Service Information</b> (Please read each selection carefully to see whether or not service packet fees are already included. If not, you must pay \$5.00 extra)	
<input type="checkbox"/> You Want to Know How Much the Other Party Makes in Order to Calculate Child Support [\$5] <input type="checkbox"/> Update your address with the court [Free]** <input type="checkbox"/> Request Protected Address [Free]** <b>Guidelines</b> <input type="checkbox"/> Child Support Guidelines [\$5] <input type="checkbox"/> Parenting Time (Visitation) Guidelines [\$5] <input type="checkbox"/> Model Parenting Time Booklet [\$5]	<input type="checkbox"/> Trial Preparation [\$5] <input type="checkbox"/> Deferral of Filing and/or Service Fees [Free]** <input type="checkbox"/> Further Deferral of Fees [Free]** <b><u>Conciliation Services</u></b> <input type="checkbox"/> Mandatory Mediation [\$5] <input type="checkbox"/> Conciliation Counseling FREE <input type="checkbox"/> Pre-Decree Mediation (see pg 1) <input type="checkbox"/> Post-Decree Mediation (see pg 1)	<p>If you decide to have the Sheriff or a private process server serve papers to the other party, you MAY NOT NEED the service packet. Some sheriff departments and process servers use their OWN forms rather than the forms in these packets.</p> <input type="checkbox"/> Serve the Other Party in your case [\$5] <b>(Several service options in same packet)</b> <input type="checkbox"/> You Need More Time to Serve the Other Party in your case[\$5] <p><b>Please check the appropriate box for the type of service you need and include \$5.00</b></p>
<b>Probate (Guardianship/Conservatorship/Small Estate Transfers) / Mental Health</b> (Service Packets Included With Packets in this Section)		
<b><u>Get Guardianship Only</u></b> <input type="checkbox"/> For an adult [\$20] <input type="checkbox"/> You want Temporary Orders [\$5]  <b><u>Maintain or End a Guardianship and/or a Conservatorship</u></b> <input type="checkbox"/> You need forms for the annual accounting [\$10] <input type="checkbox"/> You need forms for the annual report of guardian [\$5] <input type="checkbox"/> You only need to release the restricted funds of a minor [\$5] <input type="checkbox"/> You need forms to end a guardianship/conservatorship for a minor only and release restricted funds [\$5]	<b><u>Get Conservatorship Only</u></b> <input type="checkbox"/> For a minor [\$20] <input type="checkbox"/> For an adult [\$20] <input type="checkbox"/> You want Temporary Orders [\$5]  <b><u>Object to Guardianship AND/OR Conservatorship</u></b> <input type="checkbox"/> Object to Guardianship of Minor [\$5] <input type="checkbox"/> Object to Conservatorship of Minor [\$5] <input type="checkbox"/> Object to Guardianship AND Conservatorship of Minor [\$5] <input type="checkbox"/> Object to Guardianship AND/OR Conservatorship of Adult [\$5]	<b><u>Get Guardianship and Conservatorship</u></b> <input type="checkbox"/> For a minor [\$20] <input type="checkbox"/> For an adult [\$20] <input type="checkbox"/> You want Temporary Orders [\$5]  <b><u>Informal Probate</u></b> <input type="checkbox"/> Get the informal appointment of a Personal Representative when a person dies [\$20] <input type="checkbox"/> You only need a Closing Statement [\$5] <input type="checkbox"/> You have a Claim Against the Estate [\$5] <input type="checkbox"/> You want to object to an appointment and request a formal proceeding [\$5] <input type="checkbox"/> Transfer Property of a Small Estate When a Person Dies [\$5] <input type="checkbox"/> <b>Appointment of Special Administrator for Funeral Arrangements</b>

<b>Juvenile</b> (choose service packet needed)	<b>State Property Tax Appeal</b> <u>(no service packet needed)</u>	<b>Name Change</b> <u>(no service packet needed)</u>
<input type="checkbox"/> Dependency <b>[\$5]</b> <input type="checkbox"/> plus Service <b>[\$5]</b> <input type="checkbox"/> Emancipation <b>[\$5]</b> <input type="checkbox"/> plus Service <b>[\$5]</b> <input type="checkbox"/> Respond to Emancipation <b>[\$5]</b> <u>(no service needed)</u> <input type="checkbox"/> Petition for Destruction of Juvenile Records <b>[\$5]</b> <input type="checkbox"/> Object to Assessment of Juvenile Placement Costs <b>[\$5]</b>  <b>Juvenile Guardianship</b> <input type="checkbox"/> Guardianship <b>[\$15]</b> <u>(includes service)</u> <input type="checkbox"/> Temporary Guardianship <b>[\$5]</b> <input type="checkbox"/> plus service <b>[\$5]</b> <input type="checkbox"/> Discharge Juvenile Guardianship <input type="checkbox"/> plus service <b>[\$5]</b>	<input type="checkbox"/> To file a small claims property tax appeal <b>[\$5]</b>  <hr/> <b>Excess Proceeds Refund</b>  <input type="checkbox"/> To file for Refund of Excess Proceeds <b>[\$5]</b>	<input type="checkbox"/> To file for name change for adult <b>without</b> minor child(ren) <b>[\$5]</b> <input type="checkbox"/> To file for name change for adult <b>with</b> minor child(ren) <b>[\$5]</b> <input type="checkbox"/> To file for name change for a minor child <b>[\$5]</b> <input type="checkbox"/> To file for name change for a family <b>[\$5]</b>  <input type="checkbox"/> To apply for Delayed Birth Certificate <b>[\$5]</b> <input type="checkbox"/> To amend birth certificate for adult <b>[\$5]</b> <input type="checkbox"/> To amend birth certificate for a minor <b>[\$5]</b>

**NOTICE:** You may request that the “filing fees” and “sheriff service fees” be deferred if you do not have the money to pay them now. You will be required to fill out a financial affidavit and verify your financial situation in order to qualify for this deferral.

☐ Check here if you have not yet completed a Deferral Packet, and want one sent to you. This deferral packet covers filing fees and service of papers **by Sheriff Only NOT PRIVATE PROCESS SERVERS.**

**\*\*This packet is FREE but there is a \$26 filing fee effective Feb. 6, 2009 to file the deferral packet. Other packets costing \$5.00 each, (PLUS \$5.00 shipping and handling fees) and private process server fees must be paid for even if you qualify to have service by the Sheriff’s Dept. and Clerk of Court filing fees deferred.**

**Did you remember to mark the type of service packet you need to serve the other party their papers? (see pg 3).**

☐ OTHER QUESTIONS OR COMMENTS: \_\_\_\_\_

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